

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT <b>LAW LIBRARIES</b>	EFFECTIVE DATE 12/19/2003	NUMBER 05.03.115
	SUPERSEDES 05.03.115 (11/05/01)	
	AUTHORITY MCL 791.201	
	ACA STANDARDS 4-4268; 4-4276; 4-4505; 4-4508; 4-4511; 2-CO-5F-01; 2-CO-3C-01	
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## POLICY STATEMENT:

Correctional Facilities Administration (CFA) institutions shall have law libraries available for prisoner use as set forth in this policy.

## RELATED POLICY:

05.03.116 Prisoners' Access to the Courts and Legal Assistance

## POLICY:

### GENERAL PROVISIONS

- A. Each CFA institution shall have at least one main law library for prisoner use. A separate main law library shall be located at least at one camp housing male prisoners and one camp housing female prisoners, as selected by the CFA Deputy Director.
- B. Prisoners in security Level I at the Bellamy Creek Correctional Facility who request access to a main law library shall be temporarily transferred to the Deerfield Correctional Facility until their legal research has been completed. Prisoners in camps without law libraries who request access to a law library shall be either temporarily transferred to a camp with a law library or temporarily transferred to another Level I facility at which prisoners are provided direct access to the main law library until their legal research has been completed.
- C. Prisoners temporarily transferred pursuant to Paragraph B to conduct legal research may be assigned full-time to the law library to complete the research in lieu of being assigned to work or school. In such cases, the prisoner will not be paid for the library assignment but will receive credit for the assignment on the Security Classification Screen - Review form (CSJ-481) or the Security Classification Screen - Review - Female Prisoners Only form (CSJ-482) as set forth in OP CFA 05.01.130 "Completion of Security Classification Forms – for Male Prisoners" or OP CFA 05.01.130-A "Completion of Security Classification Forms – For Female Prisoners", as appropriate.
- D. Prisoners in security Level I at the Scott Correctional Facility shall be provided direct access to a main law library at that institution. Except as set forth in Paragraph B, all other prisoners housed in security Level I of institutions with more than one security level shall be provided direct access to a mini law library instead of to the main law library. They also shall be allowed to receive upon request at least five items at one time from the required main law library collection at least three days each week. Requested items shall be delivered to the prisoner on the next day library services are provided to Level I following receipt of the request, unless the item has been loaned to another prisoner. A prisoner shall be allowed to keep requested items for at least 24 hours.
- E. Law libraries are to be used for legal research and legal writing purposes only. A prisoner who uses the law library for other purposes may be required to leave the library. If the prisoner was transferred to the facility pursuant to Paragraph B, the prisoner also may be returned to the sending facility.

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#### REQUIRED MAIN LAW LIBRARY COLLECTION

- F. All main law libraries shall contain all of the items listed in Attachment A. Additional copies of required items must be available if demand cannot be met with a single copy. State-appropriated funds are to be used to purchase these items, but shall not be used to purchase any other items. All items shall be kept current. Items that are lost, defaced, stolen or destroyed must be promptly replaced using state-appropriated funds.
- G. At least every six months, each law library shall be inventoried to identify any items from the required collection which need to be replaced. Items that are not part of the required collection also shall be inventoried at least every six months. It shall be documented when each item was inventoried, including the edition or update where appropriate, the date of the inventory and, for the required collection, when any necessary replacements were ordered and received. The inventory shall be retained by the librarian in accordance with the Department's Retention and Disposal Schedule.
- H. The Administrator of the Office of Policy and Hearings (OPH) or designee shall conduct a review of the items listed in Attachment A at least every two years to determine if any changes in the collection are needed. Prior to the review, the OPH Administrator or designee shall solicit recommended additions or deletions from the Department's law librarians, each Prisoner Benefit Fund Committee, the State Appellate Defender's Office, and the Prisons and Corrections Section of the State Bar of Michigan. The OPH Administrator or designee shall submit recommended changes to the CFA Deputy Director for consideration.
- I. In camps without a law library, the Department's administrative rules, non-exempt Director's Office Memoranda, non-exempt policy directives and operating procedures as identified in Attachment A, and the Hearings Handbook shall be kept in a location convenient for prisoner use, as determined by the camp Assistant Deputy Warden. These items shall be kept current and promptly replaced using state-appropriated funds if lost, defaced, stolen or destroyed.

#### SUPPLEMENTING MAIN LAW LIBRARY COLLECTION

- J. The Prisoner Benefit Fund (PBF) may be used to purchase additional law library items consistent with the requirements set forth in PD 04.02.110 "Prisoner Benefit Fund". Attachment B may be used as a guide to assist in identifying additional law library items to purchase; however, purchases are not limited to the items identified in Attachment B. Items purchased through the PBF shall remain in the law library unless the law librarian and a majority of the PBF committee agree the items should be eliminated or until the items are worn out or replaced by a new copy or revised edition.
- K. Donated law books may be accepted from courts, attorneys, law firms and other legitimate organizations and individuals if it is determined by the librarian that the books will be useful additions to the law library collection, subject to approval from the Warden or designee. Approval from the Director is not required to accept such donations. However, books shall not be accepted from an offender or an individual known to be related to an offender. All donated books shall be inspected for contraband prior to being made available to prisoners. Donated books which contain contraband may be discarded by the librarian without notice to the donating party.
- L. Librarians shall establish and maintain cooperative relationships with other libraries as set forth in PD 05.03.110 "Institutional Library Services" to enable prisoners to have access to additional legal research items through inter-library loans, when available, or to purchase photocopies of items not available in the institutional law library. This includes loans between institutional law libraries. If a prisoner requests the law librarian or designee to obtain an item from another library or another institutional law library, the librarian or designee shall submit the request to the other library as soon as practicable after the request is received. For copies from another institutional law library, the copies shall become the property of the requesting institution unless the prisoner wants to retain the copy and agrees to pay 10 cents per page copied; funds shall be loaned for this purpose only as set forth in Paragraph HH. Copies from other libraries become the property of the prisoner and the prisoner is

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therefore responsible for the cost of those copies; funds shall not be loaned for this purpose.

- M. Prisoners may request copies of Michigan criminal statutes that are not part of the law library collection through the librarian. The copies shall become the property of the requesting institution unless the prisoner wants to retain the copy and agrees to pay 10 cents per page copied; funds shall be loaned for this purpose only as set forth in Paragraph HH.

## MAIN LAW LIBRARY FACILITIES

### Location

- N. The main law library shall be located in an area where there is sufficient room to house the required law library collection and to allow for expansion as additional items are added. It shall be functional in design, having sufficient space for tables and seating for law library users. It also shall be well lighted and free from noise and other distractions which would impair concentration.

### Staffing

- O. The librarian in charge of the general library pursuant to PD 05.03.110 "Institutional Library Services" also shall be in charge of the law library. On-site supervision generally shall be provided only by the librarian or a library assistant; however, another staff person shall provide on-site supervision if the librarian and library assistant are absent from the facility, including if the positions are temporarily vacant. Prisoners may be assigned as law library clerks pursuant to PD 05.01.100 "Prisoner Program Classification".
- P. Librarians and library assistants shall successfully complete training offered by the Department in the proper use of the law library collection, conducting legal research, and how to assist prisoners in the use of the law library collection. Prisoners assigned as law library clerks also shall be required to successfully complete the training. However, neither staff nor prisoner clerks shall provide legal advice beyond instructions on use of the law library collection. Prisoner clerks shall not have authority to deny other prisoners access to the library or the law library collection.

### Hours of Use

- Q. Each law library shall be open a minimum of 25 hours per week, with at least 12 of those hours being after 5:00 p.m. or on weekends. Law library operating schedules shall be adjusted as necessary if demand for access to the law library cannot be met within established hours.
- R. Except if in security Level VI and subject to Paragraph CC, each general population prisoner shall be permitted at least six hours per week of law library use, in segments of not less than two hours each, unless a shorter time segment is requested by the prisoner and approved by the librarian or designee. Travel time to and from the library shall not be counted in the allotted library time. Time spent by a prisoner meeting with a prisoner providing legal assistance through the Legal Writer Program also shall not be counted in the allotted library time.
- S. A prisoner's request for a law library call-out for a specific time or date shall be processed as soon as the law library schedule permits. All other requests for a law library call-out shall be processed within 48 hours after receipt if the law library schedule permits, unless there are other higher priority call-outs that cannot be waived (e.g., health care). "Emergency" law library call-outs shall be allowed under written criteria developed by the Warden or designee.
- T. Law library operating schedules shall ensure that a prisoner who chooses to use his/her six hours of law library will not be deprived of yard privileges due to a complete overlap in the yard and law library time schedules. If there is some overlap, it shall not exceed two of the required six hours unless yard time is available to the prisoner at other times during the week.

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- U. A prisoner who has direct access to the main law library and has a court deadline requiring additional time in the law library, including deadlines on cases for which the prisoner is providing legal assistance under an approved legal assistance agreement, may request additional time from the librarian or designee. The prisoners may be required to present documentation supporting the need for the additional time. Additional time shall be granted if there is a demonstrated need for the additional time. The additional hours are to be scheduled outside the prisoner's assignment hours when possible.

#### LIMITATIONS ON DIRECT ACCESS TO MAIN LAW LIBRARY

##### Prisoners in Security Level VI or in Segregation

- V. Prisoners in security Level VI or in any form of segregation other than protective segregation shall not be allowed to go to the main law library. With approval of the Warden, prisoners in protective segregation may be allowed to use the main law library in the same manner as general population prisoners when general population prisoners are not present.
- W. Except as set forth in Paragraph Y, prisoners in security Level VI or in any form of segregation who are not allowed to go to the main law library shall be allowed to receive upon request at least five items at one time from the required main law library collection at least three days each week. In segregation, the Segregation Law Library Request Form (CSJ-601) shall be used for this purpose. Requested items shall be delivered to the prisoner on the next day that scheduled service is provided to the housing unit after receipt of the request unless the item has been loaned to another prisoner. Copies of specifically identified items (e.g., a court case) may be provided in lieu of providing an entire volume. A prisoner shall be allowed to keep requested items, or copies provided in lieu of the requested items, for at least 24 hours.
- X. Prisoners in segregation shall be provided access to Attachment A to this policy directive, the index and table of contents to Michigan Family Law and the Hearings Handbook upon request. These items shall be available through housing unit staff. The prisoner shall be allowed to keep the requested item for at least 2 hours. Access may be provided through a mini-law library established pursuant to Paragraph Z or, if available, a typing room, or by any other means. This paragraph does not apply to prisoners in protective segregation who are provided direct access to the main law library.
- Y. Prisoners in security Level VI or in segregation who are on a paper restriction pursuant to PD 05.01.143 "Security Level VI" or PD 04.05.120 "Segregation Standards" shall be provided access to items from the required main law library collection and items pursuant to Paragraph X in the same manner as access is provided to legal documents pursuant to PD 04.05.120.
- Z. Prisoners in administrative and protective segregation at the Southern Michigan Correctional Facility, Marquette Branch Prison, and at other institutions as approved by the Warden shall have access to a mini law library. The Warden of the Ionia Maximum Correctional Facility also may allow prisoners in security Level VI to have access to a mini law library. Prisoners in protective segregation who are provided direct access to the main law library need not be provided access to a mini law library. Prisoners shall be allowed to use the mini law library two hours per week, with additional time allowed if space is available. Additional time shall be provided upon request to prisoners who have a court deadline requiring additional time in the law library consistent with the requirements set forth in Paragraph U for general population prisoners.
- AA. Mini law libraries shall contain all the items listed in Attachment C and are to be purchased with state-appropriated funds. The mini law library collection shall be kept current. Items that are lost, defaced, stolen or destroyed must be promptly replaced using state-appropriated funds. The collection shall be inventoried in the same manner as the main law library collection. If the mini law library collection is kept in a cell or room which is reserved exclusively for that purpose, the cell or room shall have at least a chair, a writing surface, shelving for the collection, adequate lighting and a working typewriter.

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#### Toplock

- BB. Prisoners on toplock shall be allowed to go to the main law library in the same manner as general population prisoners.

#### Medical/Psychiatric Inpatient Units

- CC. Prisoners in a residential medical or psychiatric unit, including the Huron Valley Center, shall be allowed to request and receive items from the required main law library collection in the same manner as segregation prisoners. The Huron Valley Facility shall provide the law library items for prisoners in the Huron Valley Center. As an alternative to receiving items from the required main law library, the Warden or designee may allow a prisoner in a residential medical or psychiatric unit other than the Huron Valley Center to go to the main law library in the same manner as general population prisoners with the approval of the treating physician/psychiatrist.

#### Reception Facilities

- DD. As determined by the Warden, prisoners in a reception facility shall either be allowed to go to the main law library in the same manner as general population prisoners or request and receive items from the required main law library collection in the same manner as segregation prisoners.

### SERVICES TO ASSIST IN ACCESS TO THE COURTS

#### Notary Services

- EE. All non-custody housing unit staff, librarians and library assistants are required to be notaries public and to notarize prisoners' signatures on legal documents if requested. Notarized signatures are not required on Department documents and personal letters; therefore, requests to notarize such items may be denied even if the prisoner claims they are legal documents.

#### Writing Materials

- FF. Writing materials, including envelopes and carbon paper, are available for purchase in prisoner stores as set forth in PD 04.02.130 "Prisoner Store". These items also are available to prisoners as set forth in PD 05.03.118 "Prisoner Mail".

#### Photocopying Services

- GG. Prisoners shall be provided photocopying services to obtain copies of items needed for legal research and other necessary legal material to be filed with a court or served on a party to a lawsuit. If the photocopying service is provided through the law library, prisoners shall be permitted to request and receive the copies during regular law library call-out; however, they also shall be able to request and receive the copies during a call-out specifically for that purpose. Prisoners shall use the Legal Photocopy Disbursement Authorization form (CSJ-602) to request such photocopying; the forms shall be available to prisoners in the housing unit and institutional law libraries. Copies of necessary legal material shall be provided within three business days after receipt of a properly completed Legal Photocopy Disbursement Authorization form by designated staff; copies of items needed for legal research shall be provided as promptly as possible. A fee of 10 cents shall be charged for each page copied.
- HH. Prisoners who lack sufficient funds to pay for copies of legal exhibits or other documents necessary for litigation shall be loaned funds to pay for the copying; however, funds shall not be loaned for copying a document which can otherwise be reproduced by the prisoner, except if the document was created for the prisoner through the Legal Writer Program.

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- II. A prisoner requesting a loan pursuant to Paragraph HH may be required to present documentation (e.g., court rule, copy of the pleading) to show that the copies are necessary. If the prisoner presents his/her personal legal materials, staff shall read only those portions that are necessary to determine whether the funds will be loaned. If approved, the loan shall be considered an institutional debt and collected as set forth in PD 04.02.105 "Prisoner Funds".

#### PRISONER MISCONDUCT

- JJ. A prisoner who is found guilty of a major misconduct violation which occurs in the main or mini law library may be barred from further access to the library; they also may be temporarily barred pending the hearing on the misconduct. In such cases, items from the required main law library collection shall be brought to the prisoner in the same manner as for segregation prisoners.
- KK. In addition to being barred from further access to the law library, a prisoner who is found guilty of a major misconduct violation for damaging or destroying law library items may be limited to only receiving copies of requested items from the main law library collection; this limitation also may be temporarily imposed pending the misconduct hearing. If the requested items cannot be copied or the prisoner continues to damage or destroy the copies provided, the OPH Administrator or designee shall be consulted on additional restrictions that may be imposed.

#### OPERATING PROCEDURES

- LL. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed no later than December 19, 2003. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

#### AUDIT ELEMENTS

- MM. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

#### ATTACHMENTS

- NN. This policy includes the following attachments:
1. Attachment A - Minimum Collection for Main Law Library
  2. Attachment B - Suggested Supplement to Minimum Collection
  3. Attachment C - Minimum Collection for Mini Law Libraries

PLC/OPH/12-08-03

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## ATTACHMENT A

### MINIMUM COLLECTION FOR MAIN LAW LIBRARY

#### MICHIGAN MATERIALS

1. Michigan Compiled Laws Annotated (preferred) \*
  - (a) Volumes on U.S. and Michigan Constitutions
  - (b) Volume containing Administrative Procedures Act (MCL 24.201 - 24.328)
  - (c) Volumes containing the Motor Vehicle Code (MCL 257.1 – 257.end)
  - (d) Volumes containing the Mental Health Code (MCL 330.1001 – .2003a)
  - (e) Volume containing Drug Laws (MCL 333.7101 - 333.7545)
  - (f) Volumes containing the Revised Judicature Act (MCL 600-101 – 600.end)
  - (g) Volumes containing Penal Code; Code of Criminal Procedure; Corrections Code (MCL 750.1 - 830.End)

Publisher: Thomson/West

or

Michigan Compiled Laws Service (Formerly Michigan Statutes Annotated) \*  
 Volumes: Equivalent to MCLA volumes required

Publisher: Lexis Publishing Company
2. Michigan Digest - 2nd Series (preferred) \*
 

Volumes: All

Publisher: Thomson/West

or

Callahan's Michigan Digest \*  
 Volumes: All

Publisher: Lexis Publishing Company
- 3(a). Michigan Reporter  
 Volumes: Vol. 378 (1986) to present  
 Publisher: Thomson/West
- or, instead of (a),
- (b). Michigan Reports (formerly Michigan Supreme Court Reports)  
 Volumes: Vol. 424 (1986) to present, plus subscription to advance sheets  
 Publisher: Thomson/West
- and
- (c). Michigan Appeals Reports \*  
 Volumes: Vol. 148 (1986) to present, plus subscription to advance sheets  
 Publisher: Thomson/West
4. Shepard's Michigan Citations  
 Volumes: 1986 to present, plus subscription to advance sheets  
 Publisher: Lexis Publishing Co.

\*Must have current pocket parts or supplements for all required volumes.

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## ATTACHMENT A - continued

### MINIMUM COLLECTION FOR MAIN LAW LIBRARY

5. Gillespie - Michigan Criminal Law and Procedure \*  
Volumes: All of Volumes 1 - 4  
Publisher: Thomson/West
6. Michigan Rules of Court - State  
Volumes: Current  
Publisher: Thomson/West
7. Michigan Criminal Jury Instructions \*  
Volumes: Current  
Publisher: Institute of Continuing Legal Education
8. Michigan Model Civil Jury Instructions (formerly Michigan Standard Jury Instructions – Civil) \*  
Volumes: Present and preceding 20 year period  
Publisher: Institute of Continuing Legal Education
9. Gromek, Lydick and Bosh - Michigan Appellate Handbook \*  
Volumes: Current binder plus any updates issued  
Publisher: Institute of Continuing Legal Education
10. The Sentencing Guidelines Manual  
2000 to present  
Publisher: State Bar of Michigan (updates available upon request)  
  
or  
  
Michigan Sentencing Guidelines Manual  
2000 to present  
Publisher: Thomson/West
11. Michigan Family Law \* (current edition)  
Source: Institute of Continuing Legal Education
12. Michigan Probate Source Book \* (current edition)  
Source: Institute of Continuing Legal Education
13. Filing Appeals and Original Actions -A Guide for Appellants Without Attorneys (current edition)  
Source: Michigan Court of Appeals (updates currently available online at the following:  
courtofappeals.mijud.net/clerkoffice/ppmanual)
14. Defender Trial Book (current edition)  
Publisher: State Appellate Defender Office
15. Defender Plea, Sentencing & Post-Conviction Book (current edition)  
Publisher: State Appellate Defender Office
16. Criminal Defense Newsletter (current and preceding one year period)  
Publisher: State Appellate Defender Office

\*Must have current pocket parts or supplements for all required volumes.



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**ATTACHMENT A - continued**

**MINIMUM COLLECTION FOR MAIN LAW LIBRARY**

17. State Court Administrative Office Approved Forms (current edition plus any supplements)  
Publisher: State Court Administrative Office

**FEDERAL MATERIALS**

18. United States Code Annotated (preferred) \*  
Volumes: Constitution (All), Title 18 (All), Title 28 (All), Title 42 (All)  
Publisher: Thomson/West

or

United States Code Service  
Volumes: Equivalents to USCA volumes required  
Publisher: Thomson/West

19. Supreme Court Reporter  
Volumes: From Vol. 90 (1970) to present, plus subscription to advance sheets  
Publisher: Thomson/West

or

United States Supreme Court Reports, Lawyers' Edition, 2nd series to present  
Volumes: From Vol. 25 (1970) to present, plus subscription to advance sheets  
Publisher: Thomson/West

20. Federal Reporter, 2nd series to present  
Volumes: From Vol. 421 (1970) to present, plus subscription to advance sheets  
Publisher: Thomson/West

21. Federal Supplement, 1st series to present  
Volumes: From Vol. 307(1970) to present, plus subscription to advance sheets  
Publisher: Thomson/West

22. Federal Practice Digest, 3rd series to present \*  
Volumes: All including subscription to advance sheets  
Publisher: Thomson/West

23. Shepard's United States Citations  
Volumes: All related to required volumes of Supreme Court Reporter chosen (see Item #19 above), plus subscription to advance sheets for those volumes  
Publisher: Lexis Publishing Co.

24. Shepard's Federal Citations  
Volumes: All related to required volumes of Federal Reporter and Federal Supplement (see Items #20 and #21 above), plus subscription to advance sheets  
Publisher: Lexis Publishing Co.

\*Must have current pocket parts or supplements for all required volumes.

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## ATTACHMENT A - continued

### MINIMUM COLLECTION FOR MAIN LAW LIBRARY

25. Federal Civil Judicial Procedure and Rules \* (current edition - available in paperback)  
Publisher: Thomson/West

#### GENERAL MATERIALS

26. Black - Black's Law Dictionary (8th or subsequent edition)  
Publisher: Thomson/West
27. Cohen and Olson - Legal Research in a Nutshell (current edition)  
Publisher: Thomson/West
28. Israel and LaFave - Criminal Procedure: Constitutional Limitations in a Nutshell (current edition)  
Publisher: Thomson/West
29. Branham - The Law and Policy of Sentencing, Corrections and Prisoners' Rights in a Nutshell \* (current edition)  
Publisher: Thomson/West
30. Elanger - Prisoner's Guide to Survival  
Publisher: PSI Publishing, Inc.
- 31(a). Palmer, J.W. - Constitutional Rights of Prisoners (current edition)  
Publisher: Anderson Publishing Co.
- and
- (b). Hertz-Liebman, J. - Federal Habeas Corpus Practice and Procedure (current edition)  
Volumes: All  
Publisher: Lexis Publishing Company
- or, instead of (a) and (b),
- (c). Mushlin, Michael - Rights of Prisoners (current edition plus any supplements)  
Publisher: Thomson/West
32. Department administrative rules
33. Non-exempt Department policy directives and Director's Office Memoranda
34. Non-exempt Department-wide operating procedures and CFA operating procedures
35. Non-exempt operating procedures for the institution where the library is located
36. The Hearings Handbook
37. Michigan Bar Journal - Directory Issue (April each year)  
Publisher: State Bar of Michigan

\*Must have current pocket parts or supplements for all required volumes.

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**MINIMUM COLLECTION FOR MAIN LAW LIBRARY**

- 38. Diplomatic List (current edition)  
Publisher: U.S. Department of State
  
- 39. Self-Help Packets and Booklets (current edition; replacement required only if available from publisher)  
Publisher: Prison Legal Services of Michigan, Inc.
  
- 40. Defender Habeas Book (current edition)  
Publisher: State Appellate Defender Office
  
- 41. Bahrych and Rombauer - Legal Writing in a Nutshell (current edition)
  
- 42. Collins - Section 1983 Litigation in a Nutshell (current edition)
  
- 43. Rothstein, Raeder and Crump - Evidence in a Nutshell (current edition)
  
- 44. Vieira - Constitutional Civil Rights in a Nutshell (current edition)
  
- 45. Columbia Human Rights Law Review - A Jailhouse Lawyer's Manual (current edition)

\*Must have current pocket parts or supplements for all required volumes.

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## ATTACHMENT B

### SUGGESTED SUPPLEMENT TO MINIMUM COLLECTION

#### MICHIGAN MATERIALS

1. Michigan Compiled Laws Annotated  
Volumes: All  
Source: West Group  
(Note - Selected volumes are already on the required list)
2. Moore, Moore & Dennison - Michigan Practice Series - Marriage and Divorce  
Volumes: All plus pocket parts  
Source: West Group
3. Michigan Law and Practice Encyclopedia  
Volumes: All  
Source: West Group
4. Leduc - Michigan Administrative Law  
Source: West Group
5. Girard - Michigan Prison Sentences: A Guide for Defense Attorneys (current edition)  
Source: Michigan Appellate Assigned Counsel System (MAACS)

#### GENERAL MATERIALS

1. American Jurisprudence - 2nd Series  
Volumes: All  
Source: West Group  
  
or  
  
Corpus Juris Secundum  
Volumes: All  
Source: West Group  
(Note - Selected Volumes are already on the required list).
2. United States Code Annotated \*  
Volumes: Title V (Section 1 – 552)  
Source: West Group
3. McCormick, C. - McCormick's Handbook on the Law of Evidence  
Source: West Group
4. Manville, D. - Prisoner's Self-Help Litigation Manual  
Source: Oceana Publications, Inc.
5. Elias, S. - Legal Research: How to Find and Understand the Law  
Source: Nolo Press
6. United States Prison Law  
Volumes: All including periodic updates  
Source: Oceana Publications, Inc.

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**ATTACHMENT B – continued**

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GENERAL MATERIALS - Continued

7. Correctional Law Reporter (periodical)  
Source: Civic Research Institute
8. Yackle – Post Conviction Remedies  
Source: West Group
9. Palmer, J. W. – Constitutional Rights of Prisoners  
Source: Anderson Publishing Co.
10. Prison Legal News (monthly publication)  
Source: Prison Legal News
11. Michigan Rules of Court, State and Federal (2 volume set)  
Source: West Group
12. Michigan Criminal Laws and Rules  
Source: West Group
13. Governmental Immunity in Michigan  
Source: Institute for Continuing Legal Education
14. Michigan Lawyer's Weekly (weekly publication)
15. Motions in Federal Court  
Source: Thomson-West
16. Federal Judicial Center, Reference Manual on Scientific Evidence  
Source: West Group
17. Prisons & Corrections Forum (newsletter)  
Source: Prisons and Corrections Section, State Bar of Michigan
18. Robbins, Habeas Corpus Checklist  
Source: West Group

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## ATTACHMENT C

### MINIMUM COLLECTION FOR MINI LAW LIBRARIES

#### MICHIGAN MATERIALS

1. Michigan Compiled Laws Annotated \*
  - (a) Volumes containing U.S. and Michigan Constitutions
  - (b) Volume containing Administrative Procedures Act (MCL 24.201 - 24.328)
  - (c) Volume containing Drug Laws (MCL 333.7101 - 333.7545)
  - (d) Volumes containing Penal Code; Code of Criminal Procedure; Corrections Code (MCL 750.1 - 830.End)
  - (e) Copy of MCL 600.2963 of the Revised Judicature Act
  - (f) Copy of MCL 600.5501, et seq. (Prisoner Litigation Reform Act)

Source: West Group

or

Michigan Compiled Laws Service (formerly Michigan Statutes Annotated) \*  
 Equivalent to MCLA items required  
 Source: Lexis Publishing Company

2. Michigan Family Law \* # (current edition)  
 Source: Institute of Continuing Legal Education
3. Michigan Basic Practice Handbook \* # (current edition)  
 Source: Institute of Continuing Legal Education
4. Michigan Probate Source Book \* # (current edition)  
 Source: Institute of Continuing Legal Education

#### GENERAL MATERIALS

1. A treatise on Michigan criminal law and procedure
2. Superseded advance sheets of Shepard's Citations (United States, Federal and Michigan)
3. A treatise (e.g., Nutshell Series by West Group) on prisoners' rights
4. A treatise on habeas corpus
5. A general treatise on criminal law and on criminal procedure
6. A legal dictionary
7. Federal rules of civil and criminal procedure
8. The Prisoner Guidebook
9. Attachment A to this policy directive and a current list of the main law library collection
10. The indexes to non-exempt Department policy directives and Director's Office Memoranda
11. The index to Department administrative rules
12. The indexes to the Department and institution operating procedures
13. The index and table of contents to Michigan Family Law
14. The Hearings Handbook

\*Must have current pocket parts or supplements for all required volumes.

# Only required at facilities housing female prisoners.